



## STORMWATER POLLUTION CONTROL – PERMANENT FEATURES DESIGN REVIEW AND PERMIT INFORMATION SHEET

**What are permanent stormwater control features and why are they necessary?** Permanent stormwater control (PSC) features<sup>1</sup>, include control features that reduce pollutants in stormwater runoff from developed land. They are permanent features of a development, as opposed to the temporary stormwater pollution controls used during construction.

Stormwater runoff contains sediment, bacteria and other pollutants that can harm streams and aquatic life and must be treated before the water can be released to surface waters.

### **What are the City’s requirements for permanent stormwater control features?**

Section 14.26.110 of the City’s municipal code requires PSC features for:

- Development of one acre or more
- Development of less than one acre if the development is part of a larger common plan of development
- Development of any size where the City determines a stormwater discharge could have a detrimental effect on an adjacent watercourse.

Chapter 14.26 of the municipal code also requires a permit for PSC features. The permit will be issued to the owner/operator of the PSC feature and contains the permit requirements, and terms and conditions. In addition to issuing a PSC permit, the City requires the submittal of a PSC Plan to insure that stormwater pollution from the development is controlled. Applicable portions of the Plan may be included in the permit.

**How Does the City’s PSC Plan review and approval process work?** Review of the proposed PSC begins at the development review phase and continues through installation and implementation of the PSC facilities. The main steps in the process are:

1. The engineer/developer/owner submits a **Concept Plan** with the Preliminary Plat
2. The engineer/developer/owner submits a **Design Plan** with the Construction Drawings (Public Improvement Plan, Site Plan, or other “For Construction” Documents submitted to the City for review and approval). The Design Plan will be conditionally approved during this phase. Final approval and issuance of the PSC Permit will occur be after the installation of the PSC features.
3. After the installation/implementation of the PSC features, the owner/developer submits a **Final Plan** for final approval and permitting.

### **What are the submittal requirements for the Concept Plan?**

The Concept Plan is a separate document submitted with the Preliminary Plat. The Preliminary Plat will not be approved until the Concept Plan has been approved. The Concept Plan gives the applicant an opportunity to provide stormwater control design ideas for the City’s review and comment before expending time and resources on detailed engineering plans and calculations. The required components of the Concept Plan are:

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<sup>1</sup> Features, facilities, and measures are used interchangeably in this document



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1. Preliminary Technical Summary
  - Information on the proposed PSC features. This can be submitted in the format of a technical memo or letter.
2. Preliminary Calculations
  - Preliminary stormwater management calculations, such as pre and post development runoff volumes, anticipated impervious area, etc. Calculations and design assumptions can be shown on the plan sheets for the permanent stormwater controls.
3. Preliminary PSC Drawings

See the Concept Plan review checklist for details.

### What are the submittal requirements for the Design Plan?

The Design Plan is a separate document submitted with the Construction Drawings (Public Improvement Plan, Site Plan, or other “For Construction” Documents submitted to the City for review and approval)<sup>2</sup>. The required components of the Design Plan are:

1. **Permit Application Form**
2. **PSC Manual:** The PSC Manual will ultimately serve as the permit holder’s guidance document for the installed stormwater control features. The Manual includes:
  - Construction drawings for the proposed permanent stormwater control features
  - Design criteria and assumptions (can be provided as a sheet of the construction drawings)
  - Operations and Maintenance Booklet (template provided on the City’s website)

See the Design Plan review checklist for details.

### What is required for the Final Plan?

After the installation/implementation of the conditionally approved permanent stormwater control facilities, the applicant will submit the Final Plan. The Plan will include the following:

1. **Final PCS Manual:** All comments from the Design Plan submittal have been addressed
  - Engineer certified record drawings in place of construction drawings.
  - Final Operations and Maintenance Booklet
2. **Revised permit application:** Only required if there are changes from the application submitted with the Design Plan

### When will a permit be issued for the permanent stormwater control features?

When the Final Plan is approved, a Permit for the PSC feature will be issued. The PSC feature cannot be placed into operation or used as a permanent water quality feature until the permit is issued.

Note that any Stormwater Construction Activity Permits will not be closed until the PSC Permit has been issued.

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<sup>2</sup> Please be advised: The Construction Drawings will not be approved until the Design Plan is approved.